

# 2018



This official holiday schedule, adopted by the State Personnel Commission, has been modified to meet NCCU's academic calendar and university operations.

<b>HOLIDAY</b>	<b>OBSERVANCE</b>
<b>New Year's Day</b>	<b>January 1, 2018</b> <i>(Monday)</i>
<b>Martin Luther King, Jr. Day</b>	<b>January 15</b> <i>(Monday)</i>
<b>Good Friday/Spring Holiday**</b>	<b>March 30</b> <i>(Friday)</i>
<b>Memorial Day</b>	<b>May 28</b> <i>(Monday)</i>
<b>Independence Day</b>	<b>July 4</b> <i>(Wednesday)</i>
<b>Labor Day</b>	<b>September 3</b> <i>(Monday)</i>
<b>Thanksgiving</b>	<b>November 22 and 23</b> <i>(Thursday and Friday)</i>
<b>Veteran's Day (Observance)</b>	<b>December 27</b> <i>(Thursday)</i>
<b>Christmas**</b>	<b>December 24, 25 and 26</b> <i>(Monday, Tuesday, and Wednesday)</i>
<b>Winter Break***</b>	<b>December 28 and 31</b> <i>(Friday and Monday)</i>
<b>New Year's Day (2019)</b>	<b>January 1, 2019</b> <i>(Tuesday)</i>

## \*\*\* SCHEDULE REMINDERS \*\*\*

Leave earning employees are required to use leave during the winter break (December 28 and 30, 2018). It is required that compensatory time is used prior to other leave first. If compensatory time is not available, the employee may use vacation or bonus leave to account for the absence. In some situations, operational needs may necessitate employees' work during the winter break period. SHRA temporary employees will be paid for hours worked. For questions regarding this holiday schedule or leave accounting, please contact the Human Resources Leave Specialist at 530-6108.

## \*\* ACCOMMODATION FOR RELIGIOUS PRACTICE

The University holiday schedule includes Good Friday and Christmas as religious holidays. However, the diverse nature of the University culture requires sensitivity to employee religious practices and beliefs that do not coincide with the holidays designated via this schedule. As a result, University policy allows employees to observe major holidays that are relevant to their customs or religious beliefs. Employees with a desire for an exchange accommodation for a major holiday are required to submit a request to their supervisor for review and approval.

# HOLIDAY SCHEDULE